



# APPLICATION FOR THIRD YEAR OF AN INITIAL LICENSE WHEN STANDARDS NOT MET

Board of Educational Examiners  
Use Only

Revised 7/10  
Form #1

**INSTRUCTIONS: (Incomplete applications may be returned.)**

1. The application must include a completed application, \$85 nonrefundable application fee, and applicable late fees.
2. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
3. **LATE RENEWAL FEE.** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application is submitted after the expiration date. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
4. Please allow four weeks for processing.

**FYI – If you have taken any college credit or AEA licensure renewal credit before the issue date of the Standard License, these hours cannot be used to renew the Standard License.**

Name changes require a photocopy of official legal documentation. **All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

## **Background Information:**

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?  
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
  - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
  - ☐ a foreign national not physically present in the United States.
  - ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

**Statement of Fraud:**

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Form #2**

**SECTION II: To be completed by your Iowa public school Administrator.**

Teacher is being recommended for a third-year conditional license before license decision is made. Please mark which standard(s) were not met.

- ☐ 1. DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.
- ☐ 2. DEMONSTRATES COMPETENCE IN CONTENT KNOWLEDGE APPROPRIATE TO THE TEACHING POSITION.
- ☐ 3. DEMONSTRATES COMPETENCE IN PLANNING AND PREPARING FOR INSTRUCTION.
- ☐ 4. USES STRATEGIES TO DELIVER INSTRUCTION THAT MEETS THE MULTIPLE LEARNING NEEDS OF STUDENTS.
- ☐ 5. USES A VARIETY OF METHODS TO MONITOR STUDENT LEARNING.
- ☐ 6. DEMONSTRATES COMPETENCE IN CLASSROOM MANAGEMENT.
- ☐ 7. ENGAGES IN PROFESSIONAL GROWTH.
- ☐ 8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT.

Teaching Experience From (month) \_\_\_\_\_ 20\_\_\_\_ Until (month) \_\_\_\_\_ 20\_\_\_\_  
Two years of experience are also required to convert this license.

*(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)*

\_\_\_\_\_  
Evaluator's Signature and Folder Number

\_\_\_\_\_  
Date

Iowa Public School